

**California Historical Records Advisory Board
Meeting Minutes
February 9, 2010**

Location: The Huntington Library, San Marino

Members Present: Peter Blodgett, Gabriele Carey, William Estrada, Christine Figueroa, Wendy Franklin, Jim Hofer, Gary Kurutz, Laren Metzger, Chuck Wilson, Jennifer Martinez Wormser

Members Absent: Charles Palm, Jane Rosario

Members Participating by Telephone: Nancy Lenoil

Deputy State Coordinator Laren Metzger called the meeting to order at 10:10 a.m.

Approval of Minutes

Motion: A motion was made by Jim and seconded by Gabriele to approve the minutes of October 26, 2009 as presented. The motion passed unanimously.

Board Vacancy

Laren indicated that Jane Rosario, representing the university and college community, has resigned. Laren suggested that Dave Tambo, University of California, Santa Barbara and Claude Zachary, University of Southern California, would be good representatives. Laren asked members to send their recommendations to Nancy by the end of the month.

Action: Members will send recommendations for the university/college representative to Nancy by the end of February.

SNAP Grants

Laren noted that Lori Lindberg has now fulfilled all requirements of her contract relating to the current SNAP grant. The clearinghouse of information relating to records management will soon be available at the State Archives web site. The records management brochure is ready to send to the printer and will be disseminated in the near future. The records management workshops are proceeding on schedule. Two have been completed to date: one in San Jose taught by Lori; and a second one in Sacramento taught by Laren. Three additional workshops have been scheduled for March: Fresno (Gabriele), Temecula (Jim and Chuck), and Ukiah (Laren). The first regional meeting of the county historical records commissions will be held in Sacramento on March 25, 2010. Laren and State Archives staff will facilitate the meeting, which will focus on gathering information from participants about their issues and concerns, sharing information about county commission activities, and offering a presentation about vital records planning and protection.

Jim and Chuck offered to find a location for a Southern California regional meeting. Laren invited members to participate in these meetings as facilitators.

The next SNAP grant project will begin July 1, 2010 and run through the end of December 2011. This project will focus on developing resources for local governments and other repositories on fundraising and grant writing. A draft RFP was recently distributed to all members for comment. There was discussion concerning the RFP and the need to develop a consistent brand for the board. Jennifer suggested that a logo could be developed by a student majoring in design. A small prize could be offered by the board from project funds. There was a consensus that the RFP did not need to include creation of a fundraising brochure.

Action: Laren will revise the RFP and send it to members ASAP. Members will provide comments to Laren by the end of February.

Laren summarized the new guidelines for SNAP grants that have been established by NHPRC. There was general discussion about the guidelines and what approach would work best for the board. Further discussion on this issue was tabled until the next board meeting.

Action: Laren will provide a written summary about the new guidelines to members ASAP.

Vice-Chair Amendment to Bylaws

Laren summarized the purpose of the proposed amendment to the bylaws relating to a Vice-Chair.

Motion: A motion was made by Chuck and seconded by Peter to adopt the proposed amendment as written. The motion passed unanimously.

Reimbursement Policy

A discussion ensued concerning the draft policy statement on reimbursements. Chuck suggested that there be a single statement concerning transportation that could combine items one and two and that the policy be simplified to reflect payment not to exceed the cost of an airline or train ticket. Members could still elect to pay for a higher rate or to drive, but the reimbursement would be based on the most economical rate available.

Action: Laren will revise the draft to reflect board input and send it out to members ASAP.

Legislation – Replevin Law

Laren indicated that the Folsom State Prison mug book has been recovered. There was some discussion about the need to educate those constituencies most impacted by the law and to provide a list of professional appraisers. Laren noted that the State Archives would be moving in this direction soon and invited members to share any information they may have about appraisers. Peter noted that the ABAA and SAA both have appraisal information available on their web sites.

The meeting adjourned at 11:44 for lunch and reconvened at 1:00 p.m. State Coordinator Nancy Lenoil joined the meeting by telephone at this time.

PAHR

Nancy indicated that the legislation now has three sponsors from California, but encouraged the members to send letters to their representatives seeking further support.

Action: Nancy will send a list to members in the near future indicating California congressional membership on key committees that will review the legislation.

Access to Vital Records

Jim summarized recent initiatives from the national genealogical community to increase access to vital records. He also noted that local government officials generally opposed greater access to these records due to privacy concerns.

Reports from State Agencies

State Archives: Nancy referred members to her report. She highlighted the upcoming Women's Conference, which will be held at the California Museum for History, Women, and the Arts on March 4th. The Archives will offer several tours to attendees during the day and provide access to records relating to women.

State Library: Gary indicated that the Governor has appointed Stacey Aldridge as the new State Librarian. The Library and Courts Building is still undergoing renovations. In the interim, most Library programs have been relocated to West Sacramento. There is concern over security and preservation of historic murals located in the building.

State Parks: Wendy noted that the Governor's budget contains funding to support moving the collections, although the Legislature will make a final decision about approving the funding. Online access to information about historical records and artifacts will soon be available. Two photo projects will soon be underway: one relating to Angel Island; the other concerning the Civilian Conservation Corps.

Reports from Other Organizations

The Huntington Library: Peter indicated that the Harlem renaissance exhibit had been very successful. The Library's digital library effort is moving forward.

SCA: Jennifer reminded members that SCA is partnering with several professional associations this year to hold a joint annual meeting in Seattle – the Western Archives Roundup. On behalf of the SCA board, Jennifer inquired about the society's financial contribution to the Archives Month poster. In particular, the SCA board would like to see its contribution result in a benefit to its members. Nancy and Laren provided some background about the history of the poster and the roles of various sponsors. Nancy said she would discuss this issue further with the SCA board.

Action: Nancy will contact the SCA board concerning the Society's role in the Archives Month poster.

Natural History Museum of LA County: Bill noted that the Museum is undergoing structural renovation. Several new exhibits will be launched over the next few years, leading up to the 100th anniversary of the organization in 2013.

CCPH: Chuck asked to receive copies of the CHRAB brochure. He noted the importance of members continuing to educate their organizations, in particular, the appointing bodies, about the purpose and activities of CHRAB.

Action: Laren will send CHRAB brochures to Chuck.

Other Business

Chuck inquired about the criteria that NHPRC is now using to evaluate grant proposals. A general discussion ensued relating to the role of CHRAB in reviewing grant applications and the concern of the board over the national commission's recent decisions to fund applications that had been rejected by the board. A consensus emerged that it would be desirable to invite NHPRC staff to attend an upcoming board meeting to provide further clarification about this topic. This will be especially important in light of the next SNAP grant's focus on fundraising and grant writing.

Action: Nancy will invite NHPRC staff to attend a CHRAB meeting.

Next Meeting

Due to financial considerations, the board will not meet with WAI students this year in Berkeley. As a result, a venue for the June meeting has not yet been decided. Laren asked for input from members about this issue and for conflicts for the weeks of June 7-11 and June 14-18.

Action: Members will send conflicts for the June meeting to Laren by the end of February along with suggestions for the location of the meeting.

Adjournment

Motion: A motion was made by Chuck and seconded by Gary to adjourn the meeting. The motion passed unanimously. Laren adjourned the meeting at 2:58 p.m.